

Responsible Office: Code ID/Assessments and Technology Division  
Subject: Assignment/Extension of Military Detailees to NASA



Office of External Relations

Office Work Instruction

Assignment/Extension of Military Detailees to NASA

Approved by: \_\_\_\_\_  
John D. Schumacher  
Associate Administrator for  
External Relations

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## DOCUMENT HISTORY LOG

<u>Status</u> <u>(Baseline/</u> <u>Revision/</u> <u>Canceled)</u>	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		01/11/00	
Revision	A	4/26/00	Revisions reflect review of HOWIs to address Pre-Assessment Audit of Feb 2000, as follows: (1) Add definition to section 3, (2) Correct technical errors in flowchart, (3) Revise steps in section 6 to improve congruence with the flow chart, (4) Correct errors in identification of quality records in section 7.

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**1. Purpose**

The purpose of this procedure is to establish and define the steps to be taken when the Office of External Relations receives a request to assign or extend the assignment of a military detailee to NASA as specified in Reference 4.1 below.

**2. Scope and Applicability**

2.1 This OWI covers the processing performed by the Assessments and Technology Division, Code ID, of requests for the assignment of military personnel to NASA organizations and requests to extend those assignments. This process is managed by the Manager for Defense Affairs in Code ID

2.2 It applies to requests for reimbursable detailees to be assigned to NASA Headquarters and NASA centers.

**3. Definitions**

3.1 DD. Division Director of the Assessments and Technology Division.

3.2 DoD. Department of Defense.

3.3 JSC. Johnson Space Center.

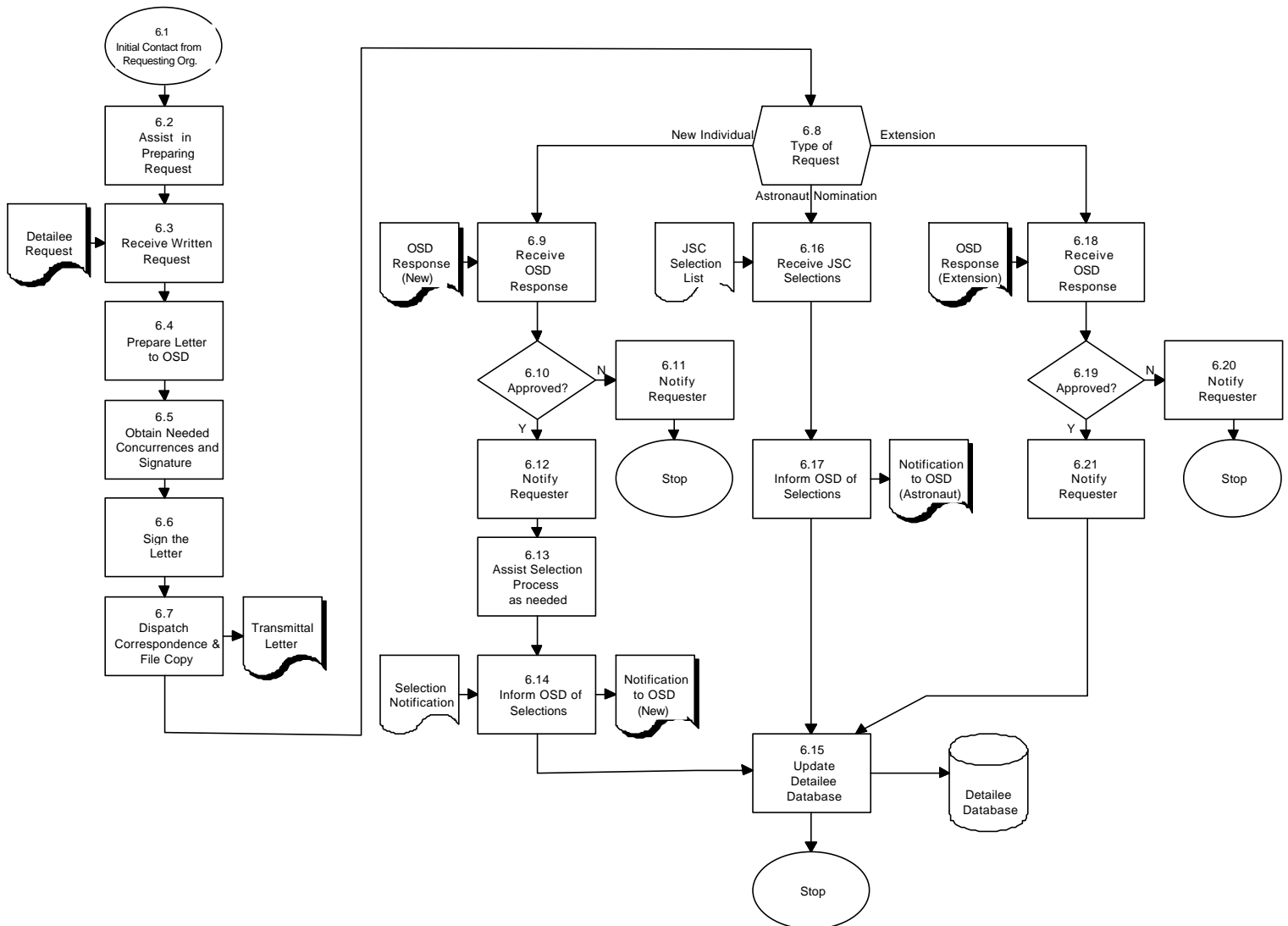
3.4 OSD. Office of the Secretary of Defense.

**4. References**

4.1 NPD 3280.3, Detail of Military Personnel to NASA.

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## 5. Flowchart



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## 6. Procedure

Step	Actionee	Action
6.1	Manager for Defense Affairs	This procedure frequently starts with an informal request from a NASA organization for information on how to go about obtaining a military detailee.
6.2	Manager for Defense Affairs	Inform the requesting organization of the documentation that must accompany a request for a military detailee. Provide a sample set of documentation if desired.
6.3	Manager for Defense Affairs	The formal procedure starts when a written detailee request from a NASA center or Headquarters organization arrives in Code ID. An initial review is performed to make sure the request includes the elements needed by DoD to process the request.
6.4	Manager For Defense Affairs	Prepare a transmittal letter forwarding the request to OSD. The letter contains a summary of the request and the full request is included as an enclosure.
6.5	Manager for Defense Affairs	Obtain the concurrence of appropriate headquarters offices on the transmittal letter. As a minimum, this includes the code responsible for institutional management of the NASA location where the individual is assigned. Other concurrences may be required, to be determined on a case-by-case basis. In the unusual event that a disagreement arises during the concurrence process, work to resolve it with the organizations concerned.
6.6	DD	Sign the transmittal letter.
6.7	Manager for Defense Affairs	Dispatch the transmittal letter to OSD. Copies of the transmittal letter and concurrences are filed in Code ID with the detailee request.
6.8	Manager for Defense Affairs	If the request is for a new individual, proceed to Step 6.9. If for nominations for an astronaut class, proceed to Step 6.16. If the request is for extension of one or more current detailees, proceed to Step 6.18.

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6.9	Manager for Defense Affairs	Receive OSD's response. If the request is approved, it usually states which service will supply the individual and tells NASA to work with that service.
6.10	Manager for Defense Affairs	If OSD approved the request, proceed to Step 6.12. Otherwise, proceed to Step 6.11.
6.11	Manager for Defense Affairs	Notify the requesting organization by telephone or e-mail that OSD has denied the request. Annotate OSD response reflecting notification.
6.12	Manager for Defense Affairs	Notify the requesting organization by telephone or e-mail that OSD has approved the request.
6.13	Manager for Defense Affairs	Assist in the selection process as needed. Frequently the service designated to supply the detailee will nominate more than one individual to fulfill the request and allow NASA to choose the individual. The final selection is made by the requesting organization.
6.14	Manager for Defense Affairs	Receive notification of the individual selected, usually via telephone or e-mail. Inform OSD of the individual selected and place a notation specifying the individual with the file copy of the detailee request letter. File copy of notification to OSD along with copy of OSD response received in Step 6.9.
6.15	Manager for Defense Affairs	Add information on the selected individual(s) to the Detailee Database. The Detailee Database is used to maintain a current list of all reimbursable military detailees assigned to NASA.
6.16	Manager for Defense Affairs	Receive JSC selection list. JSC makes a formal announcement of the astronaut candidates selected for each class. This specifies which candidates are military and their service.
6.17	Manager for Defense Affairs	Inform OSD of the individuals selected using the information in the JSC announcement. Extract information from the JSC selection list and forward to OSD. File a copy of the notification with the file copy of the detailee request letter. Go to Step 6.15.

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6.18	Manager for Defense Affairs	Receive OSD's response. This is normally a memo to NASA. This is filed with the file copy of the detailee request letter.
6.19	Manager for Defense Affairs	If OSD approved the request, proceed to Step 6.21. Otherwise, proceed to Step 6.20.
6.20	Manager for Defense Affairs	Notify the requesting organization by memo, e-mail or telephone that OSD has denied the request. Annotate the OSD response reflecting notification.
6.21	Manager for Defense Affairs	Notify the requesting organization by memo, e-mail or telephone that OSD has approved the request. Annotate the OSD response reflecting notification. Go to Step 6.15.

## 7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
Detailee Request	ID	ID Files	Hard Copy	Schedule 3, Item 19	Retained on site for at least two years after position is abolished. Not authorized for disposal at this time.
Transmittal Letter	ID	ID Files	Hard Copy	Schedule 3, Item 19	Retained on site for at least two years after position is abolished. Not authorized for disposal at this time.
OSD Response (New)	ID	ID Files	Hard Copy	Schedule 3, Item 19	Retained on site for at least two years after position is abolished. Not authorized for disposal at this time.
OSD Response (Extension)	ID	ID Files	Hard Copy	Schedule 3, Item 19	Retained on site for at least two years after position is abolished. Not authorized for disposal at this time.
Notification to OSD (New)	ID	ID Files	Hard Copy	Schedule 3, Item 19	Retained on site for at least two years after position is abolished. Not authorized for disposal at this time.
Notification to OSD (Astronaut)	ID	ID Files	Hard Copy	Schedule 3, Item 19	Retained on site for at least two years after position is abolished. Not authorized for disposal at this time.